**NEW YORK CANCER REGISTRAR’S ASSOCIATION**

**BY-LAWS**

# ARTICLE I – NAME AND ORGANIZATION

As established in the Articles of Incorporation, the name of this association shall be the **New York** **CANCER REGISTRAR’S ASSOCIATION, INC**. herein referred to as NYCRA. NYCRA has been established as a non-profit organization. It is not, nor shall it ever become a trade union or collective bargaining agency. No person, otherwise qualified for membership in NYCRA, shall be denied membership in NYCRA because of race, religion, sex, gender identification, origin or political affiliation.

**ARTICLE II - PURPOSE**

The purpose of this organization shall be to:

1. Promote research and education in cancer registration for the purpose of serving the cancer community.
2. Raise the level of knowledge and performance of Cancer Registrars through continuing education.
3. Disseminate information to members of the Association regarding current activities, research and trends in the cancer field.
4. Initiate and/or participate in programs to improve and standardize the compiling of Cancer Registry information.
5. Promote liaison with allied health professions and organizations on a state level.

**ARTICLE III – MEMBERSHIP**

Section I – Qualifications of Membership

Membership shall be available to any person or institution involved with or interested in cancer registry activity or attainment of the goals set forth by this Association.

Section II – Classification of Membership

1. Active Membership: Active membership shall be available to any person presently involved in the cancer registration and surveillance discipline. An active member shall pay full dues and be entitled to all membership privileges including the right to vote, to hold office or to chair/serve on a committee.
2. Sustaining/Student Membership: Sustaining/Student membership shall be available to any person not currently engaged in cancer registry activity and to those persons who have an interest in the goals of this Association but do not, or have not worked in the field. A sustaining/student member shall pay 1/3 dues, but may not vote, and may not hold office or chair/serve on a committee.
3. Charter Membership: Charter membership shall be available to those members who originated the Association in April 1975 and those joining within one year prior to the 1976 Annual Meeting. A charter member shall have the privilege of active membership only as long as he or she is actively employed in the cancer registry profession and pays annual dues.
4. Life Membership: Past presidents and founding membersautomatically become life members upon retirement from active membership. They shall retain lifetime voting privileges without payment of annual dues.1,6
5. Honorary Membership: Any person who has made a significant contribution to the profession of cancer registry administration or rendered distinguished service in the profession or its related fields may be elected to Honorary Membership by a unanimous vote of the active members present and voting, his/her name having been recommended by the Board of Directors. These members shall be exempt from dues, and shall possess none of the rights or privileges of the other classes of membership. An Honorary member may hold no other class of membership in the Association.
6. Institution Membership: Institution membership is open to health care facilities and other institutions or companies interested in the furtherance of cancer data collection. The membership cost shall be the equivalent of five individual memberships. This type of membership shall allow up to five registrars from the particular institution to attend meetings under the membership category. Membership privilege to vote, to hold office or chair a committee does not apply to this category.

## Section III – Application for Membership

Application for membership shall be made using one of two methods:

1. Automatic- via registration for the NYCRA Annual Education Conference. A free active membership for the coming fiscal year is included with each registration.3
2. Manual- via form provided by the New York Cancer Registrars Association, Inc. and shall be submitted directly to the Chairperson of the Membership Committee for review and approval. Applications that are not approved, or challenge an assigned membership category shall be referred by the Membership Chairperson to the Board of Directors for final action. Application for change of status shall be made in like manner.3

## Section IV – Annual Dues

Dues paid via the manual application method cover the period November 1 through October 31 of the current fiscal year, shall be payable on November 1 of each year, and are delinquent sixty (60) days following this date.4 Payment of dues, according to classification of membership, shall be a requirement for all except honorary or life members.3 Dues paid via automatic renewal method cover the period November 1 through October 31 of the next fiscal year.4

## Section V – Privileges of Membership

1. Each member in good standing shall be entitled to attend all professional and educational lectures sponsored by this Association.
2. Association news and information shall be available as a presence on the web site. Members shall be entitled to submit news and information for posting to the Outreach Committee.3 This excludes job posting which require payment and submission via standardized form 8
3. Each member shall receive notification by email or web site posting of all events.2
4. Any member may request to attend a Board of Directors meeting to submit a grievance.
5. The Institution Member shall have the privileges as outlined in Sections B, C and D above.

Section VI – Resignation

Any member may resign by submitting in writing, a resignation to the Membership Chairperson. A member who has resigned from the Association by means of non-payment of current dues shall be considered a new member if subsequently reapplying for membership. Reinstatement of forfeited membership shall require completion and approval of new membership application together with full payment of current dues.

## Section VII – Late Fee

If dues for the current year are sent after March 1, there will be a late fee. The amount shall be determined by the Board of Directors. (See Article VIII, Section III)

### ARTICLE IV – OFFICERS AND DUTIES

Section I – Officers

The officers of this Association shall be:

President

1. Vice President
2. Secretary
3. Treasurer

Section II – Duties of the Officers

The duties of the officers of the Association shall be:

1. President: shall preside at all meetings, shall appoint all standing committee chairpersons, shall perform all duties as customary usage and parliamentary procedures may require, shall be a member ex-officio of all committees ***except*** the Outreach Committee. **Beginning 2022/2023 year, President shall be a two year term8**
2. Vice President: shall assist the President in carrying out the duties of his/her office, shall be the chairperson of the Continuing Education Committee5, shall elect up to four additional committee members to assist with carrying out committee duties.3 **Beginning 2022/2023 year, Vice President shall be a two year term8.**
3. Secretary: shall keep a record of all proceedings of the Association, shall keep on file all committee reports, shall keep the official roster and call the roll where necessary, shall keep attendance records, shall have on hand at each meeting a list of all existing committees and their members, shall prepare an order of business for use by the presiding officer, shall send notices of each meeting and conduct the general correspondence of the Association.
4. Treasurer: shall be responsible for receipt and disbursement of all funds of the Association and shall keep an accurate record thereof, shall work closely with the Chairperson of the Membership Committee to maintain a current and updated membership roster, shall be elected for a term of two (2) years, and shall be bonded at the beginning of his/her designated term.

###### Section III – Eligibility for Office

1. Any active member in good standing shall be eligible to hold office. To be eligible for the office of President8, a member must have served or shall have completed one year on the Board of Directors prior to nomination.
2. An officer who leaves the cancer registry field may complete his/her term at the discretion of the Board of Directors but shall not be eligible for re-election or nomination for another office.

## Section IV – Election of Officers

All officers shall be elected by electronic voting ballot, with notice sent out to members via email and posted on the NYCRA website at least thirty (30) days prior to the annual meeting. Electronic voting may include online voting platforms, the NYCRA website ‘Members Only’ page, email, and other board authorized methods.2,6 Ballots shall be prepared by the Outreach Committee based on a prior poll of the voting membership as to eligibility and desire to serve. Each nominee must give prior consent in writing before his/her name is placed on the ballot. The ballot shall contain a biographical sketch of each nominee. Election shall be plurality vote regardless of the number of candidates. In case of a tie vote, the two candidates with the highest number of votes shall be re-balloted by all voting present at the meeting participating in the re-vote.

#### ARTICLE V – MEETINGS

Section I – Meetings

1. Meetings of this Association shall consist of professional lectures, workshops, seminars, or special events sponsored by this Association.
2. The Annual Meeting shall be held in the fall.
3. The place of the Annual Meeting shall be selected by the Board of Directors with arrangements made by the Annual Education Program Committee. 5 Beginning 2022, annual meeting shall be held in one location for several years to ease planning the of the continuing education committee8.

Section II – Quorum

1. A quorum shall be the majority of active members present and voting.

Section III: Attendance requirements for NYCRA Board members7

* 1. Board members will be required to attend 50% of regularly scheduled Board meetings. Board members who do this will be considered in good standing.7
  2. After three missed meetings, the President will contact Board member and remind them of their requirements and seek clarification on impediments to attendance. Any issues identified will be brought to the Board for discussion and solutions, if applicable.7
  3. If Board member does not attend 50% of regularly scheduled Board meetings, they will be asked to step down from their role at the end of the fiscal year (the NYCRA annual conference) and not return to the Board. A replacement will be found for the following fiscal year. 7
  4. This applies to all Board members and chairs. 7

ARTICLE VI – BOARD OF DIRECTORS

Section I – Composition

The Board of Directors shall be composed of the officers of this Association, the chairpersons and members9 of the standing committees and a liaison appointed by any regional Association desiring representation.

###### Section II – Powers and Duties

The Board of Directors shall act for the Association between scheduled meetings of the general assembly and shall be responsible for the management of the business and professional affairs of this Association.

###### Section III – Meetings

1. The Board of Directors shall meet just prior to the Annual Meeting of NYCRA, and at such times as deemed advisable during the year on call of the President or a majority of the Board.
2. A quorum shall be the majority of members of the Board of Directors present and voting.4

## Section IV – Vacancies

In case any office other than President8 shall become vacant by reason of death, resignation, removal or otherwise, the Board of Directors, by vote of the majority of the Board of Directors present at a meeting, may choose a successor to continue for the unexpired terms. In case the office of President8 shall become vacant by reason of death, resignation, removal or otherwise, the Association shall hold a special election of the members to fill the vacancy for the unexpired term.

**ARTICLE VII – COMMITTEES**

Section I – Standing Committees

The Standing Committees of this Association required to carry on the work of the association shall include: Bylaws, Continuing Education program8 (formerly annual education program and continuing education committee), Historian, Membership, and outreach (formerly nominating and public relations). These committees shall consist of a chairperson(s) appointed by the President and *up to* two (2) members selected by the chairperson, with the exception of the Continuing Education Committee which may have up to four members8. Additional committee members may be added to any of the Standing Committees at the discretion of the Board.6

## Section II – Duties of the Committees

1. Bylaws: shall be reviewed and amended every five (5) years or as needed, shall request proposed amendments at least sixty (60) days prior to the Annual meeting, shall receive all proposed amendments and together with all amendments proposed by the Committee itself, shall incorporate these into proposed Bylaws revisions, shall communicate these revisions to the membership at least thirty (30) days prior to the meeting at which they are to be considered; shall distribute Bylaws revisions which have been approved at the meeting. Shall also act as parliamentarian and be familiar with the parliamentary procedures in Roberts Rules of Order, Newly Revised.3
2. Continuing Education: shall be responsible for development and coordination of all educational activities of NYCRA, and shall be responsible for the program and all arrangements for the Annual Meeting/Conference. The Vice President will chair this committee, and may select up to four additional committee members to facilitate planning conferences on a revolving basis.8
3. Historian: shall be appointed by the President for a two-year term. Shall be responsible for maintaining and updating all historical references.
4. Membership committee: shall send dues notices; receive dues payment and send full listing with checks received to the Treasurer with a copy to the President; shall conduct membership drives, shall maintain a current roster and shall perform other duties pertaining to membership in the operation of this Association; shall be responsible for maintaining the official membership roster; and, shall see that the Secretary has a copy of the Official Roster.
5. Outreach Committee: shall be responsible for nominating duties and carrying out projects and maintaining forms of social media designed to bring the Association and its activities to the attention of the membership, the public, and other allied health professionals. *Up to* two (2)members may be selected by the Chairperson, in order to cover responsibility for maintaining the NYCRA official website; and maintaining current social media accounts as well as request nominations at least sixty (60) days prior to the Annual Meeting in order to prepare a slate of officers for the coming year; shall prepare and distribute a ballot via email and website for electronic voting thirty (30) days prior to the Annual meeting2; shall verify and count said ballots prior to the Annual meeting, and shall present the results during the course of the Associations’ Business Meeting in the event of a tie vote8

##### Section III – Reports

All Committee Chairpersons shall report on their activities at each meeting of the Board of Directors, shall prepare a written summary report for presentation at the Annual Meeting, and provide an electronic copy to the Secretary for recording.4

Section IV – Record Retention

All committees except for historian shall retain records electronic and paper (where necessary) for seven years. This being due to the legal statute of limitations being seven years. Historian shall keep determined important association artifacts/documentation indefinitely.4

# ARTICLE VIII – FISCAL YEAR

##### Section I – Fiscal Year

The Fiscal Year of this Association shall be from November 1 to October 31.

##### Section II – Annual Dues

The Board of Directors shall recommend the dues to be paid subject to the approval of the membership during the Annual Meeting. (See Article III, Section IV)

Section III – Late Fee

The Board of Directors shall determine the amount of the late fee.

##### Section IV – Audit

The Treasurer’s records shall be presented for audit annually. The report of the audit shall be returned to the elected treasurer (continuing or newly elected) within one month of taking office.

##### Section V – Auditor

Any active member not serving as an officer may serve as auditor only for the time specified as required to complete the audit.

# ARTICLE IX – PARLIAMENTARY AUTHORITY

Where the Bylaws are silent, the Association shall be governed by Roberts Rules of Order, Newly Revised.

# ARTICLE X – AMENDMENTS

###### Section I – Proposed Amendments

Notification of proposed amendments to be made via email blast and posted on the NYCRA website via members only page.2

###### Section II – Adoption

The Bylaws of the Association may be amended at the Annual Meeting by a majority vote of the members present and voting.

Section III – Authorization for Change

The Bylaws Committee shall be authorized to correct article and section designations, punctuation, and cross-references in these bylaws. The Bylaws Committee shall not otherwise alter the content of these bylaws.

# ARTICLE XI – DISSOLUTION

##### Section I – Dissolution

This Association shall be dissolved only by consent of three-quarters (3/4) of all active members. Notice of the intent to dissolve this Association must be mailed to each member at least four (4) weeks prior to the date set for the ballots to be counted. Ballots for this purpose shall be enclosed with the notice of intent.

Section II – Disbursement of Assets

In the event of dissolution of this Association, none of the assets shall be distributed to any member, but, they shall be transferred to medical institutions or projects, which a majority of the delegates attending a meeting of the membership for the purpose of dissolution shall approve and so designate.

# ARTICLE XII – ETHICS

##### Section I – General

1. Conduct one’s self in the practice of the cancer registry profession so as to bring honor and dignity to the cancer registry profession, the Association and self.
2. Uphold the doctrine of confidentiality and the individual’s right to privacy in the disclosure of personally identifiable medical and social information.
3. Cooperation with other professions and organizations to promote the quality of health care programs and the advancement of medical care. Ensuring respect and consideration for the responsibility and the dignity of medical and other health professions.

##### Section II – Job Orientation

1. Recognize the source of the authority and powers delegated and conscientiously discharge the duties and responsibilities thus entrusted.
2. Preserve and secure cancer registry records, the information contained therein, and the appropriate secondary records in one’s custody in accordance with professional management practices, employer’s policies and existing legal provisions.
3. Preserve the confidential nature of professional determinations made by official committees of health and health-service organizations.
4. Disclose to no one but proper authorities any evidence of conduct or practice observed or revealed in medical reports that suggests possible violation of established rules and regulations of the employer or professional practice.

##### Section III – Compensation

1. Place service before material gain and strive to provide services as needed to achieve quality health care and treatment for all who are ill with cancer or other neoplasm.
2. Accept compensation only for services rendered to, or negotiated with, the health institution.

Section IV – Professionalism

1. Represent truthfully and accurately professional credentials, education, and experience in any office transaction or notice, including other positions and quality of interest.
2. The cancer registrar shall strive to increase the profession’s body of systematic knowledge and individual competency through continued self-improvement and application of current advancements to the conduct of cancer registry practices.
3. Participate in developing and strengthening professional manpower and appropriately represent the profession in public.

Section V – Association

1. Discharge honorably the responsibility of any association position to which appointed or elected.
2. Uphold the standards of the profession by reporting to the Association any breach of ethics by fellow members of the profession.

**Update Superscripts**

October 2009

2 October 2011

3 October 2013

4 October 2015

5 September 2016

6 October 2018

7 October 2020

8 December 2021

9 January 2023